

MINISTRY OF TERTIARY EDUCATION AND SKILLS TRAINING
NATIONAL EXAMINATIONS COUNCIL
FOR
TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING
APPLICATION FORM FOR SINGLE SUBJECT EXAMINATIONS
PRIVATE CANDIDATE NOVEMBER 2025



The National Examinations Council invites nationals of Trinidad & Tobago to register for Examinations in the following Single Subject Courses:

- 1. Shorthand – 80 words per minute
- 2. Typewriting – 45 words per minute
- 3. Typewriting – 60 words per minute

Please read the guidelines overleaf carefully. Application forms which are not completed in accordance with these guidelines will NOT be processed.

Candidates must indicate which Centre they will prefer to write Examinations in Trinidad and Tobago:

Please tick the appropriate box (✓)

Diego Martin ☐

Pleasantville ☐

GENERAL INFORMATION
TO BE SUBMITTED:

- Application form should be completed in DUPLICATE
- Two (2) passport sized photographs certified by the Recommender ONLY
- Copy of Nation Identification

NAME (BLOCK LETTERS)	SURNAME:	FIRST NAME:	
DATE OF BIRTH:	BIRTH PAPER PIN #:	ID/PP/DP #:	
POSTAL ADDRESS:			
CONTACT #:		EMAIL:	
LAST INSTITUTION ATTENDED:			
HIGHEST LEVEL OF QUALIFICATION ATTAINED:			

APPLYING TO WRITE: (SEE OVERLEAF FOR SUBJECTS IN COURSES)

COURSE	SUBJECTS
	1.
	2.
	3.
	4.

FEE PAYMENT:

I attach my receipt No. _____ for \$ _____ which represents payment for entry fee and _____ subjects.
(See Fee Structure Overleaf).

DATE OF APPLICATIONAPPLICANT'S SIGNATURE

REFERENCE: (A person who is different from Recommender)

Name: _____ Status/Rank: _____
Address: _____
Contact Number(s): _____

PRIVATE CANDIDATE
GUIDELINES REGARDING APPLICATION FOR EXAMINATIONS

ELIGIBILITY:

Applicant must:

- be at least 16 years old and receiving tuition in the relevant subject area.

OR

- be employed with a minimum of two (2) years work experience in the field.

All applicants must provide documentary proof of training or evidence of work experience and may be required to attend an interview at the NEC's office, Ministry of Education, Tower A, Level 11.

The following documents must be attached to this application form:

- ✓ A duplication of application form.
- ✓ A letter of Recommendation from present or past employer certifying your work experience.
- ✓ 2 passport sized photographs **certified by the Recommender.**
- ✓ The original receipt (please retain a copy) for payment of fees with the name of the single subject(s) written at the back.
- ✓ A copy of national identification card and birth certificate with affidavit (where necessary).

Forms can be dropped off at the Ministry Of Education's Head Office, Education Towers, No. 5 St. Vincent Street, Port-of-Spain.

Deadline for submission of application with receipt: **Tuesday 30th September, 2025.**

COURSES AND SUBJECTS:

1. **Shorthand (Single Subject)** – 80 words per minute.
2. **Typewriting (Single Subject)** – 45 and 60 words per minute.

FEE PAYMENT: To be paid at any District Revenue Office in Trinidad & Tobago.

SINGLE SUBJECT COURSES: **Entry Fee: \$25.00** **Fee per Subject: \$15.00**

NOTE: The original receipt must be attached to this application form. Please write the name of the course and subject(s) at the back of the receipt for payment of fees.